PAYSTUB TEMPLATE

COMPANY INFORMATION

Company Name: _____

Company Address: _____

_____

Employer Identification Number (EIN): _____

Phone Number: _____

EMPLOYEE INFORMATION

Employee Name: _____

Employee Address: _____

_____

Employee ID: _____

Social Security Number (Last 4 Digits): _____

Pay Period Start Date: _____

Pay Period End Date: _____

Pay Date: _____

EARNINGS

Earning Type	Hours	Rate	Current Amount	YTD Amount
Regular Pay	_____	_____	_____	_____
Overtime Pay	_____	_____	_____	_____
Bonus	_____	_____	_____	_____
Commission	_____	_____	_____	_____

Other: _____	_____	_____	_____	_____
GROSS PAY			_____	_____

TAXES

Tax Type	Current Amount	YTD Amount
Federal Income Tax	_____	_____
State Income Tax	_____	_____
Local Income Tax	_____	_____
Social Security	_____	_____
Medicare	_____	_____
Other: _____	_____	_____
TOTAL TAXES	_____	_____

DEDUCTIONS

Deduction Type	Current Amount	YTD Amount
Health Insurance	_____	_____
Dental Insurance	_____	_____
Vision Insurance	_____	_____

401(k) Contribution	_____	_____
Life Insurance	_____	_____
Garnishments	_____	_____
Other: _____	_____	_____
TOTAL DEDUCTIONS	_____	_____

PAY SUMMARY

Gross Pay: _____

Total Taxes: _____

Total Deductions: _____

NET PAY: _____

PAYMENT METHOD

☐ Direct Deposit

Bank Name: _____

Account Number (Last 4 Digits): _____

Amount Deposited: _____

☐ Check

Check Number: _____

YEAR-TO-DATE (YTD) SUMMARY

YTD Gross Pay: _____

YTD Total Taxes: _____

YTD Total Deductions: _____

YTD Net Pay: _____

NOTES / MESSAGES

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